

Chapter 14

General Fund Input

Section I

General

14-1. Scope

This chapter covers the processing of all inputs for the General Fund financial area.

14-2. General

- a. **Coding.** General Fund transactions will be input by FAO personnel using the codes prescribed and at the levels indicated in chapter 4. The procedures for blocking transactions are covered in chapter 2.
- b. **Accounting date.** Individual transactions entering the system will not contain a date. The date will be entered in cc 8-11 of the block total card and added to the individual transaction record built by system.
- c. **Final indicator code.** A final indicator code will be input in cc 70 to indicate if an accrual or disbursement transaction is final. (Refer to p. A-18.)
- d. **Liquidation indicator code.** A liquidation indicator code will be entered in cc 70 for all obligation transactions wherein TA's 21, 23, 25, or 26 are used. (Refer to p. A-22.)
- e. **Obligation data code.** An obligation data code indicating within or outside the Federal Government, will be input in cc 49 for obligation, accrual, and disbursement transactions so the schedule required by DA Circular 37-62, Accounting and Reporting for Accrued Expenditures and Revenues, may be produced by the system.

Section II

Interfund/GSA

14-10. General

Detailed instructions for input of Interfund and GSA transactions are outlined in chapter 11 of this manual. Interfund/GSA instructions apply to both Stock Fund and General Fund.

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Section III

FAO General Fund Input

14-20. Disbursements/collections and other input transactions affecting disbursing officer's accountability

a. Document processing. After disbursement/collection vouchers have been processed through the Cash Branch or the Check and Bond Branch, whichever is applicable, the Disbursing Officer's copies of the vouchers are blocked and forwarded to the accounting division for preparation of necessary obligation/accrual expenditure adjustments, coding of vouchers, assignment of block numbers, and forwarding to the Data Conversion Unit, together with the Block Ticket, for keypunching. Input formats are illustrated in appendix B.

b. Manually reported data. RCS CSCFA-215 - Replaced by DELMAR, see chapter 21.

14-21. Transactions by others (TBO)

TBO procedures are fully automated in STANFINS. Procedures are explained in Section IV, Chapter 21.

14-22. Appropriation reimbursement collections for specific stations

Collections of consumer fund appropriation reimbursements for the specific stations for which the FAO is performing detail accounting require that TA code 43 be cited in the input card. TA code 43 will also be used in the same context as above for collections of Federal taxes or communication (telephone) billings.

14-23. Deleted

14-24. Unapplied DO deposit funds

Input for Unapplied DO Deposits will be created from normal processing of collections and disbursements in the FAO. Source/remitter codes, to be entered in cc 41-44 of the input card, will be established under the following general series:

Series	Description
0000	Deposits for Taxes, Bonds, etc.
2000	Performance Bonds
3000	Bid and Plan Deposits
5000-9000	Miscellaneous (Restricted to 21X6875)

14-25. International balance of payments (IBOP)

Data for the preparation of the RCS CSCFA-239 (International Balance of Payments Report), as required by AR 37-109, will be input with applicable disbursement and collection transactions. These input transactions will include a Country Code (two-position), Supplemental Data Code (one-position), and Special Data Code (one-position). Those portions of the IBOP code not used will be zero filled. A MAP transaction cannot be input with a TA 20 as the same card field would be used for number of students and the IBOP codes. MAP transactions may be input using TAs 21 and 40.

14-26. Cycle Date Control Card

A Cycle Date Control Card must be submitted for each cycle (e.g., daily, weekly, monthly, etc.). This allows any desired date to appear on output reports or the IPL date to be entered from the computer. In any event, the IPL date will be reflected on the cover sheet of each output report. For monthly reports, the IPL or Julian date must reflect the first day of the following month since monthly programs subtract 1 from the date submitted. For example, 31 Aug 87 reports (Julian date 87244) would reflect 87245 (1 Sep 87) in order to arrive at the correct report date. Format for the control card is at appendix BJ-56.

14-27. Deleted

14-28. Daily input tape control

In addition to the Cycle Date Control Card, a Tape Control Card must be input with each daily cycle. Format for this card is at appendix BJ-57.

**Section IV
Input For/From Related Systems**

14-30. General

The related systems indicated in the following paragraphs provide either direct input to STANFINS in the General Fund area or provide feeder data which is extracted and input by FAO in a STANFINS input format. In addition, since all disbursements and collections are processed initially in STANFINS, Stock Fund disbursements and collections are passed to the Stock Fund/FIA System.

14-31. BASOPS Supply System

a. Supply issues. Supply issues will be charged to on-post consuming activity expense records as financed or nonfinanced under the applicable EOR at the time of issue from Stock Fund inventory. In addition to charging the expense records, obligations and accruals are also recorded. This is automatically accomplished by the system and no action is required by the FAO. These transactions will appear on the AFCR under TA codes 61, 62, and 25.

b. Supply returns. Supplies returned to the Army Stock Fund will be credited under the applicable APC as a reduction to the monthly supply expenses in the amount that credit is given by the MAT CAT managers. These credits will be reflected as current year financed expense and also in the MEMORANDUM column on the Activity Detail Expense Report as customer returns.

14-32. Stock Fund/FIA Module (STARFIARS)

a. Supply issues and returns. Supply issues will be charged to on-post consuming activity expense records as financed or unfinanced under the applicable EOR at the time of issue from Stock Fund inventory. Funded issues will be passed in the form of an inter fund billing and will be converted to a TA 29 record. In addition, TA 51, 52, and 32 will be created when appropriate. Unfunded issues will be passed as ZCA or ZCB records which will be converted to a TA 62. Supplies returned to the Army Stock Fund will be processed in a similar manner.

b. APC DODAAC/UIC Master File. An APC DODAAC/UIC Master File will be maintained by FAO input of TA/M9 which will be converted to ZIG cards to be used as input to the next STARFIARS daily cycle. The M9 records will not be retained in STANFINS.

c. Stock Fund disbursements and collections. Stock Fund disbursements and collection transactions with a ledger code 27 will be converted to ZL records and passed to the Stock Fund/FIA System. The records will be converted as follows:

Input TA	Convert to DIC
DO, D1, FK (plus amount)	ZL1
DO, D1, FK (minus amount)	ZL2
BO, B1 (minus amount)	ZL3
BO, B1 (plus amount)	ZL4
41, 42 (minus amount)	ZL5
41, 42 (plus amount)	ZL6

14-33. Military Personnel Accounting System

a. Automatic processing. The Military Personnel Accounting System is the source of input for all Army military personnel operating strength reported on DA Form 1 (Morning Report), as of the last day of each month. The strength selected for input to STANFINS is determined by matching with the Military Personnel Expense Edit Master (EXWAVK). Military labor is identified as Officer, Warrent Officer and Enlisted personnel by the use or a STANFINS use only EOR of 1411, 1415 and 1416 respectively. These EOR's are converted to EOR A411 for external reporting. The STANFINS EOR's are used to separate the military labor for the Management Decision Package (MDEP) Status Reports.

b. Manual processing.

(1) TOE units not under the Military Personnel Accounting System and other Service personnel. Units strength, as of the last day of each month, must be input into STANFINS, in terms of mandays, by FAO, for TOE units not included in the installation's DA Form 1 and for other Service personnel. Units will prepare a Military Personnel Cost Data Schedule in a format similar to that illustrated in AR 37-108, figure 17-4, as of the last day of each month. The schedule will be appended to and submitted with the applicable FAO copy of the DA Form 1 for the last day of each month. Strength obtained from this schedule will be converted to mandays by FAO and input with a TA 63, in the format prescribed in appendix B.

(2) TD units performing base operations mission. Personnel strength assigned to TD units that perform base operations mission will be input to STANFINS by FAO. TD units will prepare a Military Personnel Cost Data Schedule in a format similar to the form illustrated in AR 37-108, figure 17-4, reflecting the various cost areas to which their military personnel are assigned, for receipt in FAO not later than 0800, the tenth workday of each month. Military strength data will be accounted for by end of the month strength to agree with DA Form 1, line 14a, at monthend. Input will use TA 63 and will be in the format prescribed in appendix B. Based on reports received from TD units, FAO will prepare a credit TA 63 transaction to the TD unit's APC for those manday charges which have been made as a result of the input from the Military Personnel Application Transaction Tape. This action is necessary to prevent duplication of charges.

(3) Loaned/borrowed labor. In computing expense, military personnel will be considered assigned to the organization or work area in which they spend the majority of their time. Significant quantities of work performed in another functional area within the same operating budget will be accounted for as loaned/borrowed labor. Loaned or borrowed labor will be considered significant when periods of more than 1 week in a monthly period are involved or when individuals are borrowed on a regular basis. The borrowing activity is responsible for reporting loaned/borrowed labor. Activities and units using borrowed military labor will submit manday data in the appropriate section of the Military Personnel Cost Data Schedule. The schedule will reflect the APC of both the loaning and borrowing organization, and the mandays, by grade, of military personnel borrowed. The FAO will insure that mandays reported for EOR A42* and A43* are identical. For each report received, the FAO will prepare two transactions: one to charge mandays to the borrowing activity and one to credit mandays to the loaning activity. Input will be made with a TA 63 using the format prescribed in appendix B.

c. Reimbursable military labor expenses. Reimbursable military labor expenses are excluded from the system since actual reimbursement to the MPA appropriation is not accomplished by STANFINS installations. Memorandum recording of reimbursable expenses as outlined in AR 37-108, paragraph 17-6, will be accomplished by the FAO on a manual basis.

14-34. Civilian labor

Civilian labor expense and manhour data will be input to STANFINS in the format prescribed in appendix B using TA 20.

14-35. STARCIPS/STANFINS interface

The STARCIPS/STANFINS interface produces payroll accounting data to obligate, accrue, expense, and disburse each civilian payroll. An estimated MOD for obligations, accruals, and expenses may also be generated based on the last actual payroll. When the actual payroll is recorded this MOD is automatically reversed. The above accounting data can be produced for the paying installation as well as decentralized accounts offices and other funded stations. The extent to which the described automation occurs depends upon the manner in which the interface control card is coded. Split transactions can be produced for fiscal yearend when necessary.

14-36. Input-output formats

Input card formats for the STARCIPS/STANFINS interface are found in appendix B-4. Report formats are found in chapter 15.

14-37. Processing (Reference flow chart (fig 14-4))

a. Generation of civilian payroll accounting data begins with STARCIPS processing where records are matched to the APC Master File by APC.

(1) Department code "A", "D", "F", or "N". The department code is assigned depending upon the 1st and 2d position of the accounting classification (dept) field. The assignments are as follows:

Dept	Dept code assigned	Dept title
97	D	Department of Defense
57	F	Air Force
17	N	Navy
All others	A	Army

(2) Activity indicator code "1" or "2". If ledger code is "06" through "11", then a "2" is assigned for TFO or TFO/TBO processing. All other ledger codes will be assigned a "1" for regular processing.

(3) Obtain report agency (program director) code for the Detail Payroll Cost and Manhours Report (AVA-575) and the Detail Payroll Estimate and Cost Report (AVA-576).

(4) Obtain operating agency for use in the quarterly sick leave statistics report and Budget 1088 Report, part D.

(5) When records do not match, the following defaults apply:

(a) The department code is assigned an "A" for Army.

(b) The activity indicator code is assigned a "1" for regular processing.

(c) The report agency is assigned a "**" (program director).

(d) The operating agency is assigned a "**".

(6) When the 1000 APC table is exceeded or when the 400 accounting classification limit is exceeded, paragraph b, above, applies to the MER records.

(7) Pay schedule code, type employment code, type position code, and dollar values are also passed to STANFINS on the Manpower and EOR File (N5JAVA).

b. Program PUKAVK assigns the EOE Pay Systems code (AR 37-50) in accordance with the EOR Pay Systems Code Breakout. The EOR Pay Systems Code Breakout is printed in PUKAVK as PCN AVK-666. This table references various combinations of Pay Schedule Codes and Type Employment Codes to an EOR Pay Systems Code. The pay records are written to the Manpower and EOR Pay System Code File (AUKAVK).

c. Program PULAVK produces the STANFINS input, TAs 20, 21, 21 reversal, and 40. Which TAs are created will depend on the coding of the STARCIPS/STANFINS Interface Control Card and the PROC requested.

(1) The correlation of jobs, control card coding and TA is shown in figure 14-5. An installation will run Job AVKR64 for transactions for self and where there are TBOs, Job AVKR65 or AVKR66. The AVKR66 interfaces with the SEES Interface for transmission of transactions to funded stations. The MOD computation is based on the percentage coded into the Interface Control Card, cc 7-9. The accounting branch is responsible for preparing the Interface Control Card. Separate Interface Control Cards are required for each job when Job AVKR65 or AVKR66 is run in addition to AVKR64.

(2) Transactions selected in program PULAVK, either on post (activity indicator "1") or off post (activity indicator "2"), are matched to the Department EOR Update File. This match is made on department code, EOR pay systems code, and type position code. For matching transactions, Entry EOR and ODC codes are assigned based on the field from which the amount is extracted. To follow this process, refer to the Element of Resource Breakout (PCN AVK-670) and figure 14-6. Unmatched records are assigned invalid 2 POS EORs which will reject on the Daily Preliminary Balance. The 2 POS EORs correspond to the field as reflected in report AVK-670. It will be the responsibility of the accounting branch to correct the invalid transactions for input to the subsequent STANFINS daily cycle based upon information provided by the civilian pay section from research of the MER record. If a TA 20 or TA 40 rejects, the TA 21 for this cycle and next cycle reversal will also reject. The following fields will have to be corrected: EOR: IN/OUT GOVERNMENT CODE; and DOCUMENT NUMBER. Invalid records will reflect the following in the EOR field:

(a) First two positions will be blank.

(b) Last two positions will reflect the field number (01-27) as indicated on report AVK-670 in order to identify the amount or hours.

(3) For research and cross-reference capability, the document number is built as follows:

Position	Title
1-14	Civilian pay identifier constant "CP".
3	Department code
4-5	Payroll control number
6-7	Type position code
8-9	Pay schedule code
10	Type employment code
11-14	Julian date form control card

The reason for the Julian date in the DOCUMENT NUMBER field is so that the initial MOD TA 21 and next cycle reversal TA 21 will match and also keep the STANFINS nonstock fund history file from building up.

(4) The Subvoucher Control Card, found in Appendix B-4, is entered into this program when an override of the DO voucher number is desired. A subvoucher number can be assigned for anyone or all payroll control numbers.

(5) The fiscal yearend split which occurs in program PULAVK will be discussed in paragraph 14-38.

(6) Output listings produced in this program are the STARCIPS Interface Listing (PCN AVK-667), the STARCIPS TFO Interface Listing (PCN AVK-668), and the STARCIPS TFO/TBO Interface PCN-669).

(7) Program PULAVK passes transactions to the next Daily STANFINS cycle AVKD10 when processing transactions for self (Job AVKR64) or TFO--paying installation only (Job AVKR65). Transactions are passed to the TFO Interface (Job AVKR61) when funded installation transactions are desired to be sent via SEES. Figure 14-5 shows the TA records and record formats produced.

d. The TFO Interface, program PUPAVK, as required Job AVKR61 receives records from Job AVKR66 and prepares transactions for AUTODIN transmittal to funded installations and decentralized accounts offices.

(1) When the paying STARCIPS/STANFINS station is prepared to begin use of this TFO/TBO procedure, it must discontinue running Job AVKR65 and begin running Job AVKR66. Stations must not use both job streams in the same payroll cycle. In addition, it must continue to run Job AVKR64 for regular (not TFO) payrolls.

(2) Paying STANFINS station personnel must coordinate with the funded station to determine the type of system output desired. The TBO Listings only (without SEES tape) may be obtained by leaving the AMS field blank in the paying station APC file. In the event that punched cards containing the TBO data are desired, the RICs will be assigned in the first seven positions of the AMS field of the APC Master file. A utility program is available to MISOs for producing 80-column cards from the created tape which will delete the AUTODIN control data. Close coordination between funded stations (wanting the SEES tape) and paying STARCIPS stations is mandatory to insure that every funded station employee is being charged against the correct (funded station) APC, as entered in positions 26-29 of the STARCIPS ZVB Card (MER). The insertion of funded station APCs into the MER apply only to those payrolls for which the SEES AUTODIN tape and associated listings are desired.

(3) A Transmittal Control (TC) Card must be prepared by STANFINS accounting personnel. This card is required for preparation of the TA 41 data records (discussed below under OUTPUTS), and must agree with the TFO TL number to be used in the Weekly Product Control Card for the next weekly cycle. The TC Card contains data in only the first four card columns, with cc 5 through cc 80 being left blank. The required data is "TL" in cc 1-2; "A" through "M" in cc 3; and numeric "1" through "5" in cc 4. (See page 21-46 for additional guidance in the assignment of weekly TFO transmittal numbers.)

(4) The funded station must--

(a) Provide appropriate funded station APCs by employee to the paying STANFINS/STARCIPS station.

(b) Provide RIC to the paying STANFINS/STARCIPS station (if SEES tape is desired).

(c) Coordinate "MOD" requirements with the paying STANFINS station.

(d) Upon receipt of the RCS CSFAA-110 (Weekly Transactions For Others Report) or Decentralized Accounts Office listings, and the TBO card/tape file and associated listings, conduct normal review and reconciliation prior to input to the accounting system. In this regard, funded STANFINS stations should not input the SEES AUTODIN data to the system until receipt of, and reconciliation to, the RCS CSCFA-110). If the SEES tape data is entered by itself (without inclusion of other TBO transactions on the RCS CSCFA-110 Report), the transactions will suspend on the Daily TBO Balance Listing. Receiving (funded) stations are reminded of the requirement to clear the RCS CSCFA-110 Report in its entirety, with each transaction being accepted or rejected (p. B-13, HQDA Letter 37-76-15 dated 25 Nov 76, subject: LOI-- Improved Receipt and Outlay (Expenditure) Reporting Procedures).

(5) Transactions output are:

(a) TA 40 tape (AUPAVK) for input to the STANFINS daily cycle of the paying station.

(b) A TA 21 and TAs 40/41 AUTODIN Tape in Standard Entry-Exit System (SEES) format for transmission to one or more funded stations. The content indicator code (CIC), entered automatically on the tape by the system, is "AFAB."

The Type Action codes on the SEES tape and associated listings represent the following types of data:

TA 21 is created to obligate, accrue, and expense the actual payroll (identified by block number "CVP"). If a MOD (or MOD reversal) is requested, an additional TA 21 will be created (identified by block number "MOD"). Manhour information is also provided in the TA 21 transactions.

TA 40 (Disbursements, this Station) data represents transaction for decentralized accounts offices (DAO) which are supported for disbursements by the paying station. This TA 40 data will be produced only when BXUAVK-11 is shown as ledger assignment in the APC Master file of the paying station.

TA 41 (Disbursements/Collections, By Others) data represents transactions applicable to other funded stations. This will be produced only when BXUAVK-06 through 10 is shown as ledger assignment in the APC Master file of the paying station.

(6) The APC Master file is accessed during program execution. Mismatches on APCs will appear on the TFO Unmatched APC Listing (PCN AVK-657). Accounting personnel must insure that applicable paying station APCs representing TFO and decentralized office payrolls are established in the APC Master file, and that the correct RIC for the funded stations are entered in the first seven positions of the AMS field of the APC record. Errors in RIC assignments will result in failure of AUTODIN transmission, or erroneous routing of the SEES tape data through the AUTODIN network.

NOTE: The Accounting Classification Master File cannot be used for these procedures. STANFINS personnel at the paying station must resolve the contents of the TFO Unmatched APC Listing, if received.

(7) The TBO Listing (PCN AVK660) must be reviewed at the paying station for any unusual conditions, and reconciled to the STANFINS TFO/TBO interface Listing. Ensure that only transactions for the desired funded stations appear on the listing, e.g., if an error was made in assigning RICs within the APC Master File, payroll data for the affected funded station may be included under an improper RIC code on the TBO Listing. Additionally, the TBO Listing must be reconciled to the RCS CSCFA-110. For example, differences may arise due to TFO payroll data appearing on the RCS CSCFA-110, but not on the TBO Listing due to a mismatch of FY/APC within STARCIPS. Similarly, other TFO transactions, such as travel voucher payments, will appear on the RCS CSCFA-110, but not (and correctly so) on the TBO civilian payroll listing. Combine the TBO Listing (AVK660) with the RCS CSCFA-110, KC Cards and vouchers, and applicable portion of the TFO/TBO Interface Listing and forward to the funded station. The SEES tape file should be transmitted via SEES AUTODIN facilities.

NOTE: The TBO Listing and tape are prepared by the paying station and sent to the funded station where the transactions are TBOs.

14-38. Fiscal yearend split

The following rules apply to the fiscal yearend split:

a. A control card must be entered into STARCIPS to split the current pay period costs on the Summary and Certification Report. Accounting personnel prepare this control card along with the P5J control card for STARCIPS processing. Appendix B-4 contains samples of these cards and the STARCIPS/STANFINS Interface Control Card required for posting to STANFINS.

b. Two TA 20 or TA-40 records, instead of one, are produced with Split amounts based upon the FISCAL YEAR END PERCENTAGE field (columns 10-12) of the Interface Control Card. The records represent current and prior fiscal years. The current fiscal year record will contain the percentage amount (for manhours and amount) entered in columns 10-12 of the control card (the block number will be one greater than the block number entered in columns 4-6 of the

control card). The remainder of the percentage amount will be reflected in the prior fiscal year (for manhours and amount) record. The block number will be the same as entered in columns 4-6 of the control card.

NOTE: No split will be made for other years. The split is for current year only (identified with blank in FISCAL YEAR field. One TA 20 or TA 40 record will be created for other fiscal years (X, etc.) with the block number entered in the interface control card.

c. Only one TA 21 record will be created when a MOD is desired, and will be based on the sum of the two TA 20 or TA 40 records for both manhours and amount. The block number will be as entered in columns 4-6 of the control card.

d. The FISCAL YEAR field is a controlling factor. Blank in the FISCAL YEAR field in the N5J file specifies current year and the year is moved from column 13 of the control card to fiscal year of all output records. An entry in the FISCAL YEAR field in the N5J file specifies other than current fiscal year, whatever the year is, this field is moved to fiscal year of all output records.

14-39. Department Element of Resource Update File

a. This file is used for assignment of Entry EORS AND ODC codes to civilian payroll transactions as discussed in paragraph 14-37 on processing of the STARCIPS/STANFINS Interface.

b. Program PUKAVK (Job AVKR63) is used to update the file as required.

(1) All updates are controlled by a key. A record on file will consist of the key (department code, type position code, and EOR Pay System code) and 27 EOR fields (4 pos) along with the associated in/out Government codes (1 pos).

(2) In order to delete a record from the file, the required fields are: DIC, ACTION CODE, and KEY.

(3) In order to add a record, all 27 cards must be present even if some EOR and IN/OUT GOVERNMENT CODE fields are left blank.

(4) Change cards will only update the EOR and in/out Government code fields. The only change card required to update a record will be the corresponding sequence number field care (i.e., if sequence number "03" is to be updated, the change card will be coded completely, and only sequence number "03" of the record will be updated). If desired, all 27 EOR and in/out Government codes can be updated per record. In order to blank out any of the 27 EOR codes, the corresponding in/out Government codes must be blanked out also. The change card will be punched with all asterisks in the EOR and IN-OUT GOVERNMENT CODE fields.

(5) For duplicate keys, action code of "D" will take precedence.

(6) The Department EOR file may contain from 1 to 140 records for each department code. The Interface Program PULAVK will only process a maximum of 140 records for each department code. Any excess records will be ignored. (This could result in no EOR assignment.)

c. Element of Resource Breakout (PCN AVK670). This PCN includes a series of reports showing the Department Element of Resource Update File and the update process. A description of the reports is in chapter 15.

14-40. Troubleshooting

Some of the problems which can occur in the STARCIPS/STANFINS Interface and their solution are listed below.

a. Problem: Wrong MOD percentage used for option A or B. Solution: Run option B with correct percentage and new block number. Input incorrect MOD Reversal tape.

b. Problem: TA 40s do not appear on Interface Listings, PCN AVK-668 or AVK-669. Solution: It is probable that Job AVKR65 or AVKR66 was run with Interface Control Card coded with type process (cc 23-25) coded other than TFO or TBO. Rerun job with correct type process in card.

c. Problem: Data exception in block number input on Interface Control Card causes Program PULAVK to abort during yearend split. Block number input is verified as alpha or alphanumeric. Solution: Rerun Job with numeric block number.

d. Problem: No output for option B MOD Solution: If PERCENTAGE field of Interface Control Card was left blank, rerun option B with correct control card.

e. Problem: Offpost APC processes as on post. No matching APC in APC Master causes a default to on post (activity indicator "1"). Solution: Investigate for correct APC in STARCIPS MER file and in APC Master file. Check APC Error Listing (STARCIPS PCN AVA043).

f. Problem: No year "X" payroll assigned current year. Solution: ZVB card in STARCIPS must have "X" in FISCAL YEAR field; otherwise, fiscal year will be assigned from control card in STANFINS and will be current.

14-40.1 STANFINS/MEPRS Interface

This interface was developed based upon specifications provided by the Office of the Surgeon General. Its purpose is to provide an automated file containing all the obligation and expense data charged to the installations MTFs (Medical Treatment Facilities) in STANFINS. This file is then input to the Expense Assignment System (EAS-III) of the Medical Expense and Performance Reporting System (MEPRS) supporting the MTFs.

a. The Accounting Branch of the FAO controls the STANFINS obligation and expense records included on the output interface tape: This is done by providing the supporting DPC/DPI with the following set of Control Records when executing the As Required Cycle AWR43/RZ, Para 4, Status of Approved Operating Resources.

(1) Selection Criteria Record (QQBAVK). These records identify the department, fiscal year, basic symbol, limitation, operating agency, allotment serial number, the summary AMSCO and fiscal station number of the MTF's appropriated funds. The format for this record is on page B1-70.

(2) PQFAVK Control Record. This control record determines the number of MEPRS Interface output files (TQFAVK) and hardcopy reports (PCN AVK-542) Special Health Care Expense Reports to be produced. It Permits the FAO to request one, or as many as twenty multiple TQFAVK files and PCN AVK-542 reports to be produced for the installation MTFs. The format for this record is on page B1-71.

b. The accounting classification on the QQBAVK record is used to Select the APC records matching the accounting classification of the MTFs funds. The MTF APC records are then used to select the MTF's records from the General Lodger File (AXUAVK). Using the data contained in the PQFAVK record, single or multiple interface files and reports are produced at the MTF program/activity director level. For descriptions of the TQFAVK file and the Special Health Care Expense Report, PCN AVK-542 see para 15-66.1, page 15-56.4.

Change 46, 1 May 1991

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14-13.2

**Section V
Other Input**

14-40. General

FAO Input in the General Fund area, other than for disbursements and collections described above, will consist of the following transactions and will be coded in accordance with the levels prescribed in chapter 13:

- a. Funding**
- b. Obligation**
- c. Accrued Expenditures**
- d. Expenses**
- e. Inquiries**
- f. Corrections**
- g. Miscellaneous**

14-41. Funding

Funding transactions will be coded for input in the format prescribed in Appendix B. All funding changes will be input for the amount of the increase or decrease and not the cumulative amount. An APC must be used as it provides an integral key to the level of control utilized. TYPE/ACTION total amounts entered on the block ticket will be visually compared with change amounts on the funding document, except for automatic reimbursements, to ensure agreement. TA codes "11" (Annual Automatic Reimbursement Program), "19" (Annual Funded Reimbursement Program), "1K" (Funded Orders Received), and "1L" (Automatic Orders Received) must be input with a customer number established in the ARP Customer Master File.

14-42. Funding--Other

Fish and Wildlife Conservation funding transactions are limited to processing total AFP as allotment transactions are internally created by the system. The allotment distribution for MAP will be input by APC.

Change 43, 1 October 1988

14-43. Obligations, accrued expenditures, and expenses

Consumer fund transactions will be input using the formats prescribed in Appendix B. It should be noted that an Obligation Data Code is required for both obligations and accrued expenditures. Current procedures provide for the simultaneous recording of obligations and expense data applicable to OMA/OMAR appropriations, except in cases involving contracts of \$1,000 or more and nonstandard, nonstockage items of supplies and equipment procured locally. An APC must be used for all transactions involving funds accounted for by the STANFINS installation.

14-44. Inquiries

a. Status of funds. Complete status of obligations is provided in the daily cycle in the Fund Control and Status Report. This report is available in four options.

(1) Allotment Serial Level Within Appropriation--No input required.

(2) Program Director (1 and 2 position)--N41 Card required.

(3) One and two above from the same cycle--N42 Card required.

(4) Two-position Program Director with summary at the first position--N43 Card required.

For the options requiring card input, just put N4 (1-3) in cc 1-3 with the remainder blank and input with daily transactions.

b. General Ledger inquiry. Provision is made within STANFINS to produce a printout only when an inquiry is input in the format prescribed on page BJ-53. See Para 15-52, pages 15-35 through 15-38 for description of the output report.

c. Nonstock fund history inquiry. All transactions applicable to a document number within an APC or a document number regardless of APC may be obtained through use of a TA N6 Card. The format for input of the inquiry is on page B1-18. See paragraph 15-2 for a description of output report produced.

d. Appropriation Reimbursement Program inquiry. The status of a specific customer number account may be obtained through use of a TA N1 Card. See pages 17-9 for input format and paragraph 18-2 for the output report description.

14-45. Corrections

Detail transactions which have been completely processed through the system and which require correction will be corrected by reversing the original transaction and inputting a revised transaction. Detail transactions which require correction and which are suspended on the Daily Preliminary Balance will be corrected or released from the system as prescribed in chapter 5.

14-46. Miscellaneous

- a. **Special post projects.** The FAO will prepare ceiling cards from documents furnished by activity directors. These ceilings will be input with a TA 69 in the format prescribed in Appendix B. The system will post these transactions to the General Ledger (AXUAVK). See page B1-37 for format.
- b. **General Ledger transactions.** SFs 1017G (Journal Vouchers) prepared for the General Ledger effect only will be input in the format prescribed in Appendix B. See pages B1-37 and 14-42, for TA 71 and TA JV input formats.
- c. **Status of approved operating budget.** Output measure--Performance data required for the preparation of the RCS CSCFA-218, parts III and IV, will be input in the format prescribed in Appendix B. Data input will be cumulative through the end of the quarter being reported.
- d. **Distribution of expense.** Direct expenses can be accumulated in a carrier APC and distributed at any time to other APCs. This is accomplished through input of an APC Carrier Card, shown on page B1-54, to "as required" Program PTRAVK. Expenses can be distributed to a maximum of 100 APCs. Input of APC carrier cards will cause the system to produce all required adjustment cards to make the desired distribution. A cost Distribution Report (PTRAVK, PCN AVK-545) explained in paragraph 15-174, shows the results that will occur when such adjustment cards are entered into the system. When these procedures are used, complete distribution must be made, i.e., percentages must add to 100 percent. If a portion of expense is to

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remain in the carrier APC, the carrier APC will be shown as one of the APCs to which distribution is being made with the proper percentage indicated. Block total cards are produced by this program, however, the DATE field is blank. Prior to input of cards, the date will be input on the block total card.

Section VI

Multiple Disbursing Station Symbol Numbers processing for Non-Integrated Finance Offices

14-47. Purpose

To prescribe procedures for processing and preparing expenditure reports for multiple disbursing station symbol numbers (DSSN) when nonintegrated finance offices are supported by a STANFINS installation.

14-48. Applicability. These procedures are applicable to the supporting STANFINS installation and those nonintegrated finance offices receiving such support.

14-49. Supporting STANFINS Finance and Accounting Office (FAO)

a. Major commands, with the assistance of the STANFINS FAO, will determine the nonintegrated finance offices to be supported by each STANFINS installation. STANFINS is capable of processing and preparing expenditure reports for 30 different DSSNs. However, the number of DSSNs to be supported should not exceed 4 to 6 depending upon the capability of each individual STANFINS installation. Certain outputs have been modified to maintain the integrity of each DSSN.

b. The supporting STANFINS FAOs have the following responsibilities:

(1) Receipt, control and input of the expenditure data and SF 1219 (Statement of Accountability) data into STANFINS for each supported nonintegrated finance office. In the event the nonintegrated finance office does not have source document data reduction capability and HQDA has issued specific approval, the STANFINS installation will be responsible for inputting data based upon documentation submitted by the reporting nonintegrated finance offices.

(2) Error resolution responsibility to the maximum extent possible. Every effort will be made to obtain correct input data in the event there is an error. As a last resort, erroneous input data will be returned to the appropriate nonintegrated finance office for correction and resubmission. Telephonic correction, where possible, will eliminate time consuming delays in entering expenditure data into the system.

(3) Providing the supported nonintegrated finance office with appropriate systems outputs in a timely manner.

(4) Preparation and release of a balanced STANFINS/DELMAR interface report tape which includes the expenditure reports for the STANFINS FAO, as well as for each supported nonintegrated finance office.

(5) Provide all nonintegrated finance offices a copy of the STANFINS FAO APC Master (AXWAVK) file.

(6) Expanding the STANFINS APC Master file to accept input from supported nonintegrated finance offices. All input transactions from nonintegrated finance offices will be processed against the AXWAVK master file only. (APCs for nonintegrated finance offices may be in either the onpost or offpost series. See chap 2.) The Accounting Classification Master File (CBAAVK) will not be used for nonintegrated finance office transactions. APCs used for nonintegrated transactions must use Subsidiary Ledger Codes (BXUAVK) 06 through 10, 12, 13, 15, 16, or 21, and FAC 3. The AXWAVK Master File maintenance is the responsibility of the STANFINS FAO, based upon information received from the supported nonintegrated finance office.

(7) Coordinate the method of data transmission with the nonintegrated finance office.

c. The supporting STANFINS FAOs have the following authority:

(1) To establish expenditure data input schedules for each supported nonintegrated finance office. Disbursing stations will prepare daily input for each disbursing day, however., the STANFINS FAO may consolidate more than 1 disbursing day into a single daily STANFINS cycle.

(2) Establish transmission schedules for submission of the SF\1219 data by the nonintegrated finance office. This schedule must be developed considering the actions required by the supported DSSNs to develop the data, as well as the workload and the time frame the STANFINS FAO has to produce the total expenditure report package.

(3) To balance any nonintegrated finance office's not disbursements, as reported on the Statement of Transactions, with the not disbursements as computed from the SF 1219 by charging/crediting suspense account 21F3875.0111 XX SXXXXX with the difference. The charge or credit to suspense account 21F3875.0111 will cite the operating agency and the FSN of the nonintegrated finance office which had the out-of-balance condition.

(4) To establish a series of unique block control numbers for each nonintegrated finance office transactions.

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14-50. Supported nonintegrated finance offices

a. The supported nonintegrated finance office will convert expenditure and SF 1219 data into the proper input format and transmit the data to the designated STANFINS installation under transmittal control. Original disbursement and collection vouchers and the hard copy SF 1219 will be forwarded directly to USAFAC, rather than the Supervisory Accounts Office.

b. Non-integrated finance officers will follow the data input schedules established by the STANFINS FAO.

c. The finance officer of the non-integrated activity is responsible for--

(1) Preparing expenditure and SF 1219 input data in the prescribed format for submission to the supporting STANFINS FAO. A transmittal will be prepared for each disbursing day and forwarded in accordance with locally established schedules.

(2) Error resolution of all incorrect data input which cannot be corrected by the STANFINS FAO. All erroneous data must be corrected by the last processing cycle each month, otherwise STANFINS will not produce the required monthend reports and listings.

(3) Utilizing the input block numbering system established by the STANFINS FAO.

(4) Providing the STANFINS FAO with the data required to expand the APC Edit Master file to process the non-integrated office's transactions. Transactions which cite APC codes not in the APC master file will be rejected and will not be accepted until the file has been updated with the proper APC code. Non-integrated finance offices will be able to use the same APC codes which are utilized by the STANFINS installation for those accounting classifications used by both activities. Additional APCs will result primarily from DO Deposits or TFOs (paid by the supported non-integrated finance office) which cite the STANFINS installations fund. Separate APCs are required for DO Deposits because of the FSN difference and remitter code identification required for DO Deposit funds. All non-integrated finance offices supported by the same STANFINS installation may use the same APC for the TFOs citing the STANFINS installations funds providing the same accounting classification is used by each non-integrated office.

(5) Identifying document data reduction support facility. Activities which do not have this capability or cannot be Supported by an organization in its vicinity, may submit hard copy documents to the STANFINS installation for data reduction. This exception must be approved by HQDA on a case by case basis. This in no way relieves the non-integrated office responsibility to ensure the accuracy and integrity of its accounts in STANFINS.

(7) Coordinating the method of data transmission to the STANFINS installation with the supporting FAO. The most expeditious means should be utilized to ensure expenditure data is input into the system in accordance with locally established schedules.

14-51. Voucher preparation

a. Vouchers originated by the non-integrated finance offices will continue to be prepared and computed in the manner currently prescribed. Disbursements, collections, voucher deductions, and droppages will be processed by the disbursing division in accordance with procedures currently prescribed in existing regulations and directives. Procedural differences will exist only in the manner in which disbursement and collection data will be summarized and reported after accountability has been recorded in the Cash Book and Cash Blotter.

b. The disbursing division will remain responsible for all of the controls and records required to ensure proper accountability and safeguarding of public funds. The books, blotters, ledgers, registers, and schedules specified in AR 37-103 will be maintained in the manner prescribed. The actions outlined in these instructions are additional functions which will be required to be accomplished by the disbursing division after "normal" processing has been accomplished.

c. The distribution of voucher copies for non-integrated finance offices will remain unchanged with the following exceptions:

(1) Payments or collections other than receipt account transactions, transactions citing nominal station S99999 or transactions citing the fiscal station of the non-integrated activity must be processed as a TFO. A copy of the voucher will be prominently stamped TFO and forwarded to the supporting STANFINS FAO with the transmittal which contains the transaction's detail input cards. This will enable the STANFINS FAO to prepare the RCS CSFAA-110 Report for the supported DSSN. This report was formerly prepared by the supervisory accounts offices.

(2) Transactions for the Air Force, Navy, Marine Corps, Coast Guard, DOD, and other departments as authorized by HQDA will be processed under the cross-disbursing procedures outlined in HQDA Letter 37-77-44, dated 4 Oct 77, subject: LOI--Improved Receipt and Outlay (Expenditure) Reporting Procedures, pending revision of AR 37-103, chapter 7, and AR 37-108, chapter 4. A copy of these vouchers will be prominently stamped 'CROSS DISBURSING FOR . . . (DOD, Navy, or Air Force, as appropriate) and forwarded to the supporting STANFINS FAO with the transmittal which contains the transaction's detail input cards.

(3) Original vouchers will be retained by the non-integrated activity until the end of each month. At that time, non-integrated offices will forward the original SF 1219, the original disbursement and collection voucher, and the supporting accounting documents and supporting schedules specified in AR 37-103, paragraphs 18-33 and 18-34, directly to Commander, USAFAC, ATTN: Dept 60, Indianapolis IN 46249-2130. The specific document

distribution, submission schedules, and control procedures to be used are as specified for Integrated Installations in AR 37-103, chapter 18, section III. Statements of Transactions, as required by AR 37-103, paragraphs 18-34a6 and 18-40a(1) will not be submitted. A Consolidated Statement of Transactions by DSSN will be prepared by the Directorate of Accounting Operations, USAFAC, based upon the CSCFA-302 reports submitted by each disbursing office. This Statement of Transactions will be used by Financial Histories Operations, USAFAC, to support the SF 1219 prepared and forwarded by each office. The supported DSSN will no longer be required to forward copies of those documents specified in AR 37-103, paragraphs 18-40a(2) or 18-40b, to their accounts office. The SF 1219 and Statement of Transactions information will continue to be provided to the accounts office via the AUTODIN RCS CSCFA-302 report.

(4) The distribution of all other voucher copies will be as currently prescribed.

(5) JUMPS-Army substantiating documents will continue to be forwarded to Commander, USAFAC, ATTN: Dept 66, Indianapolis, IN 46249-2130, in accordance with AR 37-104-3.

14-52. Voucher blocking

a. The non-integrated finance office must prepare a transmittal of input data to the STANFINS FAO for each accounting/disbursing date. This transmittal will include all those transactions which represent the net change in the Finance Officer's accountability during that accounting period. Transactions must be properly recorded and posted to the required disbursing records of the activity. A single transmittal or series of transmittals, each representing a separate accounting date, may be included in a single transmission to the supporting STANFINS FAO. The frequency of the transmission to STANFINS will be in accordance with schedules established by the STANFINS FAO,

b. All transaction included in an accounting day's business will be segregated into batches by the voucher categories specified in AR 37-103, paragraph 6-21c, for disbursement vouchers. In addition, separate batches will be made for cash Collection vouchers and TFO/cross-disbursing vouchers. Each batch will then be blocked into groups of no more than 50 vouchers each. Block tickets (fig 14-27) will be prepared in an original and one duplicate for each group of 50 vouchers or less and assigned a block control number in accordance with the numbering scheme established by the supporting STANFINS FAO. Blocking vouchers into groups of 50 or less in preparation for inputting should not be accomplished until the appropriate disbursing records have been posted, the days business reconciled, and all records and ledgers are in balance.

14-53. Data Input

a. Each accounting classification on every disbursement and collection voucher must be prepared for data input into STANFINS. This may be accomplished by transcribing the required data elements onto data coding sheets similar to the one illustrated in figure 14-28. A separate line should be coded for each disbursement, collection, or voucher deduction accounting classification entry on the voucher and a separate set of coding sheets (fig 14-28) will be completed in accordance with the detailed format instructions in figure 14-29. The accounting processing code to be used in columns 41-44 will be those codes established on the AXWAVK master file maintained by the supporting STANFINS FAO.

Note: The use of data coding sheets similar to the one illustrated in figure 14-28 is optional, as activities may devise more efficient methods of preparing input data.

b. Totals of each TA code (TA 40, TA 42, and TA 4K) will be developed for each block ticket after all vouchers in the block are coded. These totals will be identified in the remarks section of the block ticket forms as illustrated in figure 14-27. The TA code totals will be used to produce block total cards (fig 14-30). STANFINS will balance the total of the detailed transactions, by TA code, to the block total cards to ensure receipt of all data. Care must be taken to ensure the BLOCK NUMBER, TYPE and NUMBER OF DOCUMENTS, and the JULIAN DATE on the block ticket are completed prior to releasing the block for input into STANFINS.

c. The block ticket will be reviewed for completeness and the Daily Block Ticket Recap of Disbursements/Collections (fig 14-31) posted. The TYPE ACTION CODE TOTALS for each accounting day's business will be posted to part C of the Statement of Transactions Reconciliation Worksheet (fig 14-32). NET DISBURSEMENTS, as computed by parts A, B, and C of the worksheet, must be in agreement before any block tickets are released for inputting. After reconciliation has been completed, the Block Ticket Control Log (fig 14-33) should be annotated and the block tickets released for data reduction.

d. The data reduction support facility should maintain a control log to control the documents processed. Normally, each facility has a log control procedure already established for this purpose, therefore, specific procedures will not be prescribed by these instructions.

e. The non-integrated finance office will receive the following documents from the data reduction facility after inputting has been accomplished.

- (1) Block ticket with appropriate coding sheets, when applicable
- (2) Detail input cards for each line item included in the Block Ticket
- (3) A block total card for each TA code in the block.

(4) A listing of the detail and block control cards. The listing should reflect totals by TA code by block ticket number.

f. The receipt of the block will be annotated on the block ticket form (fig 14-27), the Block Ticket Control Log (fig 14-33) will be updated, and data reduction verified for accuracy. Verification will be accomplished by reconciling the block total cards on the Detail Input Card Listing with TYPE ACTION CODES TOTALS reflected on the face of the block ticket. In addition, the Detail Input Card Listing must be visually inspected for obvious error (e.g., data punched in wrong field, alpha characters in the AMOUNT field, data field left blank, etc.). The DSSN (columns 56-59, fig 14-29) must be compatible with the QTFAVK File. All errors detected must be corrected prior to release to STANFINS. In the event a listing cannot be produced by the data reduction support activity, the cards should be interpreted so visual inspection may be accomplished.

g. The non-integrated finance office will retain the duplicate copy of the block ticket, the coding sheets, and a copy of the input card listing. These documents will be used for future reference to resolve errors detected by the STANFINS FAO or by USAFAC and may be destroyed after the DELMAR expenditure report error listings have been received and all discrepancies corrected.

h. Upon receipt of a notice of rejection, and the accompanying vouchers from a TBO station, the paying DSSN will take the following actions:

(1) After researching the rejected voucher to determine the proper station to be charged, the paying DSSN must process a SF 1081 to correct the vouchers as follows:

(a) The reversal of the original vouchers must be accomplished exactly as the transaction was reported on the RCS CSCFA-110 report to the erroneous FSN. Care must be taken to ensure that the word "Reject" is entered in cc 50-55 and that the original transmittal number is entered in cc 62-63. (See fig 14-29.)

(b) The remaining side of the SF 1081 (reflecting the correct DSSN) will be processed in accordance with the appropriate TFO/cross-disbursing procedures and will be reflected on the applicable RCS CSCFA-110 report.

(2) STANFINS programing will automatically create the OA 99 clearance record (properly signed) from the transactions containing "Reject" in cc 50-55.

(3) CSCFA-302 reporting. Both the OA 99 clearance record and the OA 90 record will be reported to USAFAC on the monthend CSCFA-302 report. No additional action will be required by the paying DSSN.

14-54. Transmittal to STANFINS installation

a. The non-integrated disbursing division will prepare a transmittal of expenditure data (fig 14-24) to the supporting STANFINS FAO for each accounting day's business. Actual transmission to the STANFINS FAO will be in accordance with locally developed schedules. Since the STANFINS processing cycles will be developed on the basis of the number of DSSNs supported, available computer time, etc., a daily cycle may not be run on a daily basis. However, the blocks of documents which represent an accounting day's business will be coded, keypunched, verified, and transmitted to the STANFINS FAO daily. Input cards, original copies of the input card listings and the original copy of the block tickets will be retained by the disbursing division until they are transmitted to the STANFINS FAO. When the transmittal is forwarded, the Block Ticket Control Ledger (fig 14-33) will be annotated.

b. Extreme care must be taken to ensure all detail and control cards are included in each block and that all blocks which represent an accounting days business are included in each transmission to STANFINS. The STANFINS FAO Control Section will acknowledge receipt of the data transactions and return a copy of the transmittal letter to the reporting DSSN as evidence of receipt. The transmittal reflecting acknowledgement of receipt should be filed with the copies of the block tickets which were included in the transmittal and retained until the monthly DELMAR reports are received from USAFAC.

14-55. Error resolution

a. Edit and block balancing errors will be corrected, to the maximum extent possible, by the supporting STANFINS FAO. Caution must be exercised to ensure that the discrepancies are identified to avoid an out-of-balance condition in the DSSN'S disbursing records. A copy of the Daily Preliminary Balance and Block Balance Exception List (PBKAVK, PCN AVK018, and PCN AVK021) reflecting edit error information will be returned to the non-integrated activity, after corrective action has been taken by the appropriate STANFINS Section, so that measures may be taken to preclude similar errors in the future.

b. Telephonic correction of erroneous data should be used to the maximum extent possible (e.g., edit errors). Care must be exercised when detailed records are erroneously omitted or duplicated in the block ticket transmitted to the STANFINS installation. The correction input records will be prepared in accordance with the instructions in chapter 5.

14-56. Monthend Journal Vouchers

The non-integrated finance office at month-end will forward to the STANFINS station a journal voucher to adjust the General Ledger for Undeposited collections, imprest funds, disbursing officer cash, and foreign currency. These adjustments are required in order that the non-integrated finance officers cash account and ending accountability balance will be in agreement.

14-57. Statement of Accountability (SF 1219)

a. The non-integrated finance office will update the appropriate disbursing records at the end of the accounting month. After reconciliation of key books of original entry (e.g., cash book, cash blotter, check register, schedule of confirmed deposits, etc.), a SF 1219 will be prepared. Action will be taken to ensure the SF 1219 is correct and reconciled and that TOTAL ACCOUNTABILITY (lines 5.0 and 11.0) are in agreement with the Cash Blotter.

b. The SF 1219 input data will be submitted by non-integrated offices for the preparation of the RCS CSCFA-302 (Accelerated Reporting of Receipt and Outlay (Expenditure) Data) Report. STANFINS input cards will be prepared in the format currently prescribed in chapter 21.

c. NET DISBURSEMENTS, as computed from the SF 1219 input cards (transaction code 410 minus 220), must be reconciled with NET DISBURSEMENTS as computed from the Cash Blotter (line 4.1 minus line 2.2). Differences must be corrected prior to the release of the SF 1219 input cards to STANFINS. The NET DISBURSEMENTS amount will also agree with NET DISBURSEMENTS reflected on RCS CSCFA-302 Report by DSSN (PJLAVK, PCN AVK658) for the non-integrated office if the transactions were input into the system and all errors corrected prior to monthend processing.

d. The SF 1219 data input cards will be prepared and transmitted to STANFINS as soon as all required reconciliations have been accomplished. This must be accomplished in an expeditious manner since the data must be introduced into STANFINS, the RCS CSCFA-302 Report prepared by STANFINS, and the AUTODIN tape released in sufficient time to be received by USAFAC NLT 2400 hours Eastern Standard Time (EST) on the third week day following the end of each accounting month. The SF 1219 data submitted to STANFINS must agree with the certified hard copy SF 1219.

e. The STANFINS FAO will enter SF 1219 input data into the system as soon as the input has been received from all non-integrated finance offices supported. In the event NET DISBURSEMENTS reflected in the SF 1219 data do not agree with the DSSN's Statement of Transactions, the STANFINS FAO will attempt to reconcile and correct the discrepancy, time permitting. If this cannot be accomplished, the STANFINS FAO has the authority to bring the two NET DISBURSEMENTS amounts into agreement by creating a charge/credit card, as appropriate, citing 21F3875.0111 XX SXXXXX (FSN will be the FSN of the out-of-balance non-integrated finance office) to bring the Statement of

Transactions into agreement with the SF 1219. The appropriate non-integrated finance officer will be immediately notified when this adjustment is made. It will be the responsibility of the non-integrated finance officer to determine the cause for the difference and process an offset to 21F3875.0111 XX SXXXXX and charge/credit the appropriate accounting classification during the following month. ~~The correction must be made during the following accounting month and be reflected in the next RCS CSCFA-302 Report.~~

f. In addition to the types of errors described above, the non-integrated finance officer must correct those errors detected by USAFAC. These corrections will be coordinated with the STANFINS FAO and made in accordance with the procedures currently specified in chapter 21.

14-58. Input control

a. The STANFINS FAO Control Section is responsible for the receipt, verification, input, and error correction, to the maximum extent possible, of expenditure data submitted by non-integrated finance offices. The control section has the same responsibility for controlling and processing the data received from the non-integrated offices that it exercises over daily input for the STANFINS office. Upon receipt of the daily input transmittals, the blocks will be verified to ensure receipt of all blocks detail and block total control cards, TFO/cross-disbursing voucher copies, as appropriate. Receipt will be acknowledged by authenticating the original copy of the transmittal letter and returning it to the submitting DSSN. A transmittal control log will be maintained by the control section in such a manner to ensure receipt of input from each supported DSSN for each accounting day throughout the month.

b. The TFO and cross-disbursing voucher copies received with the non-integrated office daily transmittal will be maintained in a suspense file until they are associated with the appropriate weekly reports for transmittal to the funded fiscal station. The RCS CSCFA-110 reports which cite the STANFINS activity as the funded station may be processed as a TBO in the next daily cycle processed for the STANFINS FSN.

c. In addition to the edit checks described above, the Accounting Division should conduct two additional validations for all expenditure detail transactions received from supported DSSNs. One of the additional validation checks should be to ensure compatibility between the DSSN in columns 56-69 and the General Ledger suffix code reflected in columns 60-61. (See fig 14-29.) This validation is extremely critical in that STANFINS does not edit the compatibility of these two data fields upon input. The second additional validation check should be to ensure that the block number conforms to the numbering scheme established by the STANFINS FAO. Block numbering, which conforms to the locally established unique numbering scheme, will assist in the identification of the originating DSSN during the error resolution process. This system will also assist the control section in batching input data blocks into the daily cycle to ensure all the blocks which represent a disbursing day's business for a DSSN are included in the cycle.

d. SF 1219 input data must be received from the non-integrated finance offices in accordance with the locally developed schedules to ensure timely reporting to USAFAC. It is preferable to receive the SF 1219 data in input card format since it reduces the possibility for error. However, if time constraints dictate, this data may be accepted telephonically. Extreme care must be exercised to ensure the accuracy of the data accepted in this manner. The SF 1219 is the cornerstone of the accelerated RCSCFA-302 Report and the Statement of Transactions must reconcile to it. When these two reports are out-of-balance, the error must be found and corrected.

e. The STANFINS FAO must insure a balanced RCS CSCFA-302 Report is released to USAFAC for the STANFINS DSSN as well as the supported non-integrated DSSNs. The RECONCILIATION OF STATEMENT OF ACCOUNTABILITY section of the DELMAR expenditure report (PJPAVK AVK-656) listing will be verified for each reporting DSSN to ensure the TOTAL for SF 1219, part A, equals the NET VALUE of parts B and C. In addition, these values must also agree with transaction code 500 submitted with the SF 1219 data. These three amounts must be in agreement. DELMAR reports are in chapter 21. The DELMAR expenditure report listing also compares NET DISBURSEMENTS computed from the disbursement and collection data in the system (Statement of Transactions) with similar information in the SF 1219 input data. Differences between these two amounts must be corrected before the RCS CSCFA-302 is released. In the event the discrepancy cannot be found, the STANFINS FAO, personally has the authority to bring the two amounts into agreement. This will be accomplished by charging/crediting an amount to 21F3875.0111 XX Sxxxxx. The charge or credit will cite the OA and FSN of the non-integrated activity which had the out-of-balance condition. This procedure will only be used when the correct adjustment cannot be identified in sufficient time to preclude the late submission of the expenditure report package. The appropriate non-integrated finance officer will be notified immediately when this course of action is taken. It will be the supported DSSN's responsibility to process the appropriate correction during the next reporting period.

g. The above procedures provides the STANFINS FAO certain latitude to adjust net disbursements to agree with SF 1219 information. However, the RCS CSCFA-302 Report for all DSSNs will be delayed by the STANFINS FAO if any DSSN has failed to input SF 1219 data. Since this SF 1219 is the most critical data in the RCS CSCFA-302 Report and all other expenditure data must balance to it, the entire report will be held until the SF 1219 has been received, processed, and verified. STANFINS will not produce the AUTODIN report tape until the RCS CSCFA-302 reports for all DSSNs in the system are in balance.

14-59. STANFINS systems output

STANFINS processes data through five basic cycles. Four of these cycles are applicable to the data submitted by non-integrated finance offices and include the daily, weekly, monthly, and the as required cycles. Each of these cycles perform certain functions and generate output listing and reports to fulfill data information, management, and reporting requirements. The STANFINS FAO is

responsible for providing the supported DSSNs copies of their appropriate systems outputs. These listings must be provided in a timely manner so the non-integrated activities are capable of determining the status of the input data submitted. The output listings are described below. Detail instructions for use and illustrations are contained herein.

a. Daily cycle. Five output listings may be used by the non-integrated DSSN on a daily basis for information and data validation. Four of these listings are produced by the daily cycle and one is produced by the as required cycle.

(1) The Daily Preliminary Balance and Block Balance Exception Listing (PBKAVK, PCN AVK-018 and PCN AVK-021) are used by the STANFINS Control Section for edit and block total balance error corrections. (See chap 5.) This listing will reflect blocks which are out-of-balance, contain edit errors, and identifies all items which have not been corrected from previous daily cycles. One copy of this listing will be provided to the supported DSSN so action may be taken to preclude similar errors in the future. The block totals should be verified against the Daily Block Ticket Recap (fig 14-31) by block ticket number.

(2) Daily Net Disbursement Report (PDYAVK, PCN AVK-072). This listing will reflect the net disbursements accepted by the system. The NET TOTAL by DSSN should reconcile to the total Daily Block Ticket Recap (fig 14-31) and the THIS DATE column of the Statement of Transaction DDSN Worksheet (fig 14-321). This listing will verify that the input data was posted to the proper DSSN (chap 19, para 19-22).

(3) The TFO Voucher Check (PDVAVK, PCN AVK-081) may be used to verify the proper processing of the TFO voucher input into daily cycle (chap 9, para 19-15).

(4) The Unapplied DO Deposits Listing (PDYAVK, PCN AVK-075) will provide a detailed listing by document number, accounting classification, remitter code, and FSN for all DO Deposit transactions. In addition, a summary by accounting classification and FSN will be provided. This listing is a detailed analysis of GLA 2411. Daily disbursements or collections may be reconciled to the DO Deposit Account entries in the Disbursing Officers' Cash Book.

b. Weekly cycle. STANFINS will produce two reports which will reflect intra-Army TFO and cross-disbursing transactions for the other Services. These reports will be prepared and forwarded to the proper recipients by the STANFINS FAO based upon daily input from the supported DSSN. The total of the TFO Voucher Check listings produced by the daily cycle should reconcile to the RCS CSFAA-110 Report produced during the weekly cycle by FSN. Copies of the weekly TFO reports should be retained for error resolution and possible future inquiry. (See chap 22, paras 22-23.)

(1) RCS CSFAA-110 (Transactions for Others), PG5AVK, PCN AVK-147.

(2) RCS CSCFA-110 (Cross-Disbursing Report), PG3AVK, PCN AVK-146.

c. Monthly cycle.

The RCS CSCFA-239 Report (PPEAVK, PCN AVK-320) required by AR 37-109 will be prepared by STANFINS based upon daily input from the supported DSSN. (This report is produced during the monthly cycle, on a quarterly basis.) One consolidated IBOP report will be produced for all DSSNs supported by the STANFINS FAO. STANFINS will be responsible for the preparation of the IBOP report from the date of conversion to multiple DSSN procedures through the end of the quarter, and each quarter thereafter.

d. As required. The following as required cycle listings will be produced after the last daily cycle has been run for the month and after the monthend clean up cycle has been processed to correct any errors identified on the Daily Preliminary Balance and Block Balance Exception listings.

(1) Date Block Total of Cash Transactions Processed (PRCAVK, PCN AVK-575). This program should be run on a daily basis to provide the supported DSSNs disbursement information by TA code for reconciliation purposes. It should be reconciled to the Daily Block Ticket Recap (fig 14-31) maintained by the supported DSSN. This as required cycle listing may be used in conjunction with the Daily Preliminary Balance listing to locate blocks causing a cash out-of-balance condition (chap 6, para 6-5c).

(2) RCS CSCFA-302 (all input from the DELMAR EOM processing is explained in chapter 21.)

(a) DELMAR error listing of card input, PJBAVK, PCN AVK-637,

(b) 302 Card Input (listing of card input to 302), PJBAVK, PCN AVK-640.

(c) Expenditures (PJLAVK, PCN AVK-656).

(d) SEES interface tape (PJPAVK, PCN AVK-658).

(3) The Standard General Ledger, As Required Cycle 'TF'. See page 9-5.1 for key report reconciliation to the General Ledger.

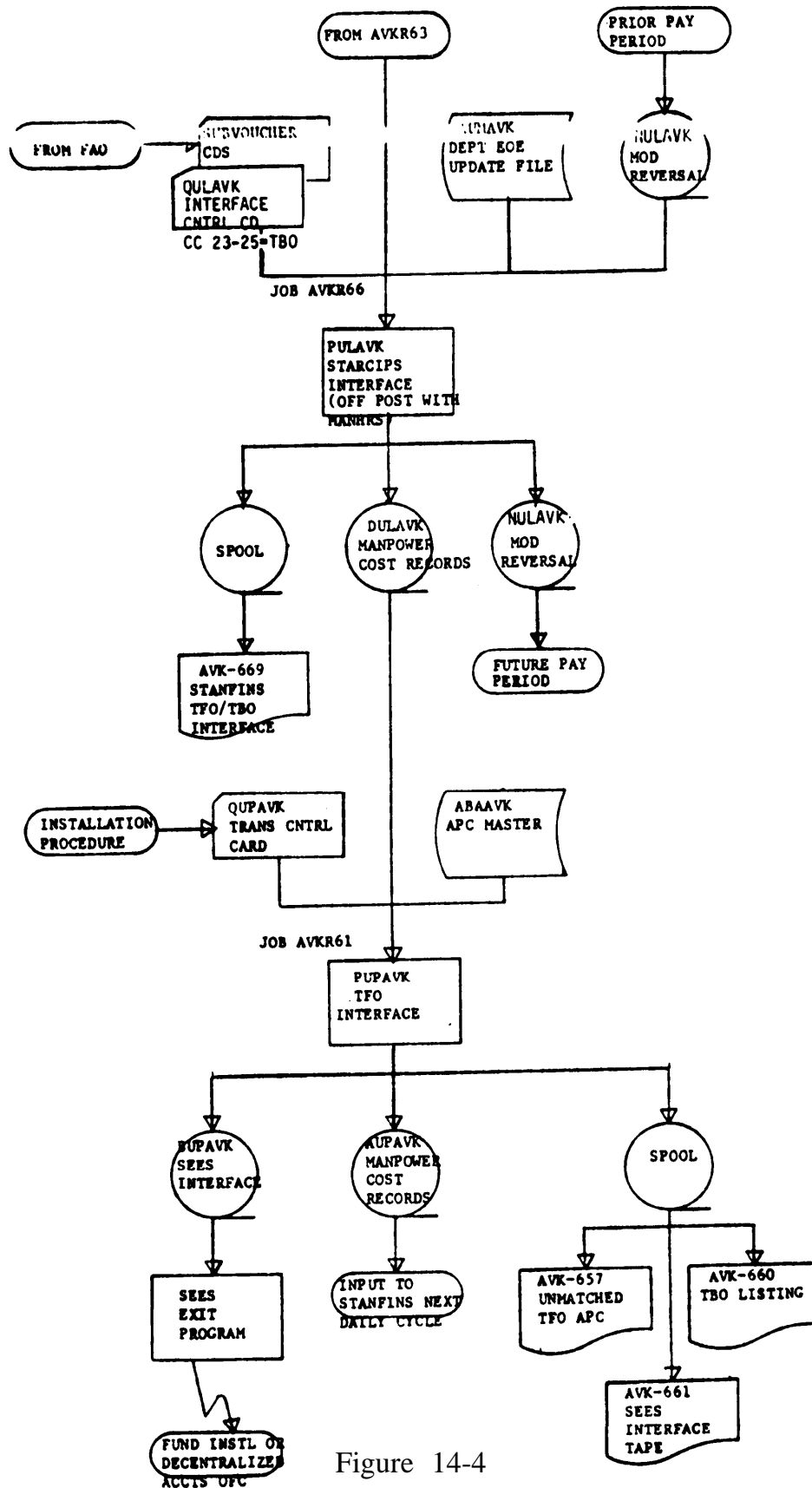


Figure 14-4

FIGURE 14-4. STARCIPS/STANFINS Interface Processing
14-31

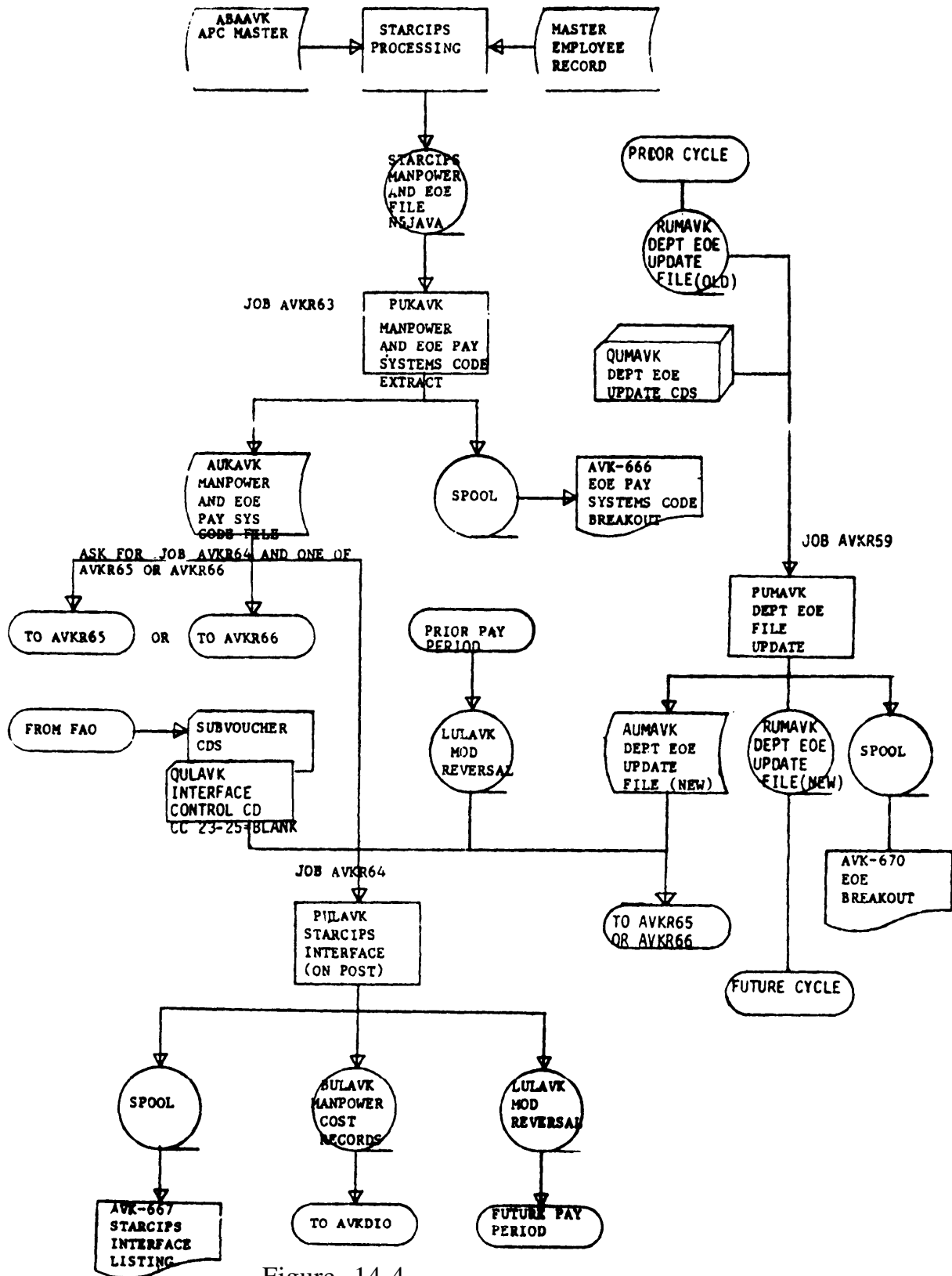


Figure 14-4

FIGURE 14-4. STARCIPS/STANFINS Interface Processing-Cent

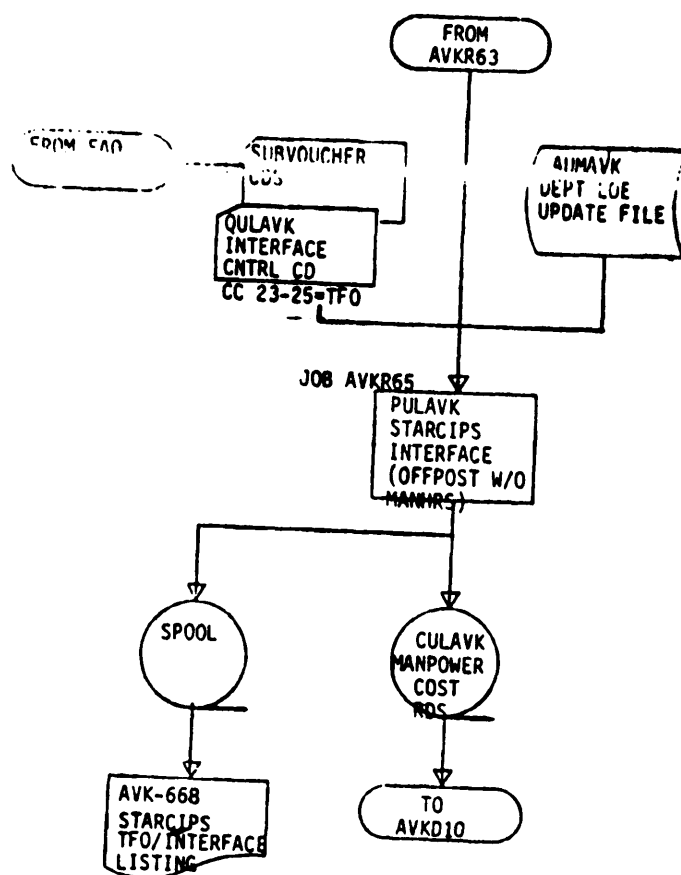


Figure 14-4

Figure 14-4. STARCIPS/STANFINS interface processing--Continued

STANFINS-STARCIPS INTERFACE

IF REQUESTED JOB IS	AVKR64				AVKR65		AVKR66-AVKR61			
	BLANK		A		B		TFO		TR0	
CONTROL CARD	A		BLANK		A		A		A	
CC 23-25	> -0-		> -0-		> -0-		> -0-		> -0-	
CC 20	20		20, 21 MOD		21 MOD		40		41, 21	
CC 7-9	21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1	
THEN	20		20, 21 MOD		21 MOD		40		41, 21	
TA PRODUCED WITH BLOCK TOTAL CARDS	21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1	
TRANSACTIONS FOR SELF	21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1	
ACTIVITY INDICATOR "1"	21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1	
(LEDGER CODE OTHER THAN 06 THRU 11)	21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1	
TRANSACTIONS FOR OTHERS	21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1	
ACTIVITY INDICATOR "2"	21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1	
(LEDGER CODE 06 THRU 11)	21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1	
DISBURSING INSTL	21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1	
FUNDED	21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1		21 REVRSL TAPE NOTE 1	
LISTINGS PRODUCED	STARCIPS INTERFACE LISTING PCN AVK-667		STARCIPS TFO INTERFACE LISTING PCN AVK-668		STARCIPS TFO/TR0 INTERFACE PCN AVK-669		STARCIPS TFO/TR0 INTERFACE PCN AVK-669		STARCIPS TFO/TR0 INTERFACE PCN AVK-669	

NOTE 1: MOD REVERSAL TAPE ONLY IF REQUESTED IN CC 21 OF CONTROL CARD = Y

Figure 14-5 STARCIPS/STANFINS Interface

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14-35

Description	Card column	Remarks
Type code	1	Constant N
Action code	2-3	41, 42, or 43
Blank	4-80	

Note: Input of the N41 card in the daily cycle will cause the Fund Control and Status Report (PEGAVK, PCN AVK-052) to print at the program director level (1 and 2 position). Input of the N42 card will produce the report at program director and accounting classification level (AVK-051 and AVK-052). Input of the N43 card will produce the report (AVK-053) at first position program director, and also produce AVK-052 from the same cycle.

Figure 14-15. OMA/MPA Funding Inquiry

Description	Card column	Remarks
Ledger number	1	Constant 2
General Ledger account	2-7	GLAC and Suffix
Material category code*	8	
Supply division code*	9	
Blank	10-80	

Input should be labeled: "For Program PSUAVK, PCN AVK-500, G/L Inquiry."

*Furnish information if stratification is required.

Figure 14-16. Sample of General Ledger Inquiry Card

Description	Card column	Remarks
Type code	1	Constant "6"
Action code	2	Constant "9"
Correction code	3	Leave blank if initial input; "C" if correction; "R" if release.
Block/Line number	4-6	Block number if initial input; line number extracted from Daily Preliminary Balance Listing if correction or release.
Blank	7	
Funded/Unfunded code	8	
Blank	9	
Fiscal year	10	
Blank	11-40	
APC	41-44	
Blank	45-49	
Document number	50-63	
Blank	64-70	
Amount	71-80	Card columns 71-78 for dollars; cc 79-80 for cents. Credit "X" (when required) in cc 80. Right justify, zero fill to left.

Figure 14-18. Special Project Ceiling Card

Description	Card column	Remarks
Type code	1	Constant "7"
Action code	2	Constant "1"
Correction code	3	Leave blank if initial input; "C" if correction; "R" if release.
Block/Line Number	4-6	Block number if initial input; line number extracted from Daily Preliminary Balance Listing if correction or release.
Blank	7-9	
Fiscal Year	10	
Blank	11-30	
Element of Resource	31-34	
Blank	35-40	
APC	41-44	
Blank	45-48	
ODC	49	
Document reference number	50-63	Cannot be blank.
PFC DR	64-66	
PFC CR	67-69	
Blank	70	

Note: Use Block Total Card with debit dollar amount.

Figure 14-19. Type 7--General Ledger Card--
Installation General Ledger

Descript on	Card column	Remarks
Amount	71-80	Card columns 71-78 for dollars; cc 79-80 for cents. Right justify, zero fill to left of first significant digit.

Figure 14-19. Type 7--General Ledger Card--
Installation General Ledger--Continued

Description	Card column	Remarks

Type action	1-2	Constant "NP"
Department	3-4	
Fund type	5	
Fiscal year	6	
Basic symbol	7-10	
Limitation	11-14	
Program year	15	
Operating agency	16-17	
Blank	18	
Allotment serial	19-22	
Program element	23-26	
Blank	27-30	
Fiscal station	31-36	
Record control number	37-40	
Blank	41-46	
Amount	47-57	
Blank	58-80	
Feeder source	74	Constant "Q"
Blank	75	

Note: Input should be labeled: For program FIN 51500. PAX net program changes.

Figure 14-21. Net program change for MAP status of allotment

Description	Card column	Remarks
Feeder data code	76	Constant "L"
Accounting month and year	77-79	
0	80	

Figure 14-21. Net program change for MAP status of allotment--Continued

Description	Card column	Remarks

Card code	1-3	Constant "PF5" for part III, RCS CSCFA-218 data. Constant "PF9" for part IV, RCS CSCFA-218 data.
Operating agency	4-5	
Fiscal station	6-10	
Allotment serial	11-14	
Program	15	
Sub-Program	16	
Program element	17-20	
Activity account	21-25	
Unit of measure	27-28	No provision for decimals.
Blank	29-30	
Descriptor	31-32	
Blank	33-39	
Output quantity	40-50	
Blank	51-80	

Note: Input to be labeled: For Program FIN 4383U, "PF5" and "PF9" Performance Factor Cards.

Figure 14-22. Performance Factor Cards input data

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Description	Card column	Remarks
Type code	1	Enter constant "M"
Action code	2	Enter constant "2"
Fiscal year	3	The range of values to appear for fiscal year codes are as follows:

Description	Range of values
1. Annual and multiyear appropriations.	Second digit of fiscal year.
2. No year or revolving funds.	"X"
3. Merged appropriations	"M"
4. Receipt accounts	"R"
5. Deposit fund accounts	Second digit of fiscal year, "F" or "X", as applicable.
6. Transfer and trust appropriations	Second digit of fiscal year, or "X", as applicable.

Figure 14-25. STANFINS non-integrated DSSN processing--
Accounting processing code (EA master file)
--Master 1--

Description	Card column	Remarks
Accounting processing code (APC)	4-7	Enter locally assigned four-digit alpha/numeric APC.
Correction code	8	<p>"A" = Addition to master file. "C" = Change to master file. "D" = Deletion from master file. (Correction code "A" only must be accompanied by a M-3 card. See fig 2-2.)</p> <p>Note: When correction code "A" or "C" is used, cc 10-40 <u>must not</u> contain blanks.</p>
Fiscal action code (FAC)	9	Enter a constant "3".
Department code	10-11	Department for the appropriation or fund being reported, e.g., 11, 16, 17, 20, 21, 43, 44, 57, 69, 97, etc.
Fund type	12	This position will show the one-digit numeric code depicting the fund type. (See AR 37-108, app II, or app A for the approved fund type listing.)
Appropriation basic symbol	13-16	The four-digit basic symbol will be reported, e.g., 2010 (MPA); 2020 (OMA); 2050 (MCA); 0101 (DO Deposits); etc.
Appropriation limitation	17-20	Appropriation limitations will be reported for appropriations/funds which are managed and control led by limitations. For all other appropriations, these positions will be zero filled.
Program year	21	Applicable program year or zero (O).

Figure 14-25. STANFINS non-integrated DSSN processing--
 Accounting processing code (EA master file)
 --Master 1 --Continued

Description	Card column	Remarks
Operating agency	22-23	Enter the operating agency code of the agency responsible for the control of the funds being reported. The valid Army codes for these positions are provided and Fiscal Station Numbers Director. Transactions for other departments will be reported as follows:
Department		OA code
Department of Defense (97)		For funds allocated to Army (AR 37-100--Basic, chap 12), enter OA codes 01, 90, 99, as applicable.
Department of the Air Force (57)		Enter applicable Air Force code for open allotments or 00 (zeros) for other appropriations.
All other departments		Zero (0) fill.
Army receipt accounts		Zero (0) fill.
Reimbursement designator	24	A zero (0) will be shown in this position for all disbursements and for all fund type "6" receipts. A "7" will be shown to indicate reimbursements. In addition, account 21F0101 with limitations 0111, 0222, 0333, and 0444 will reflect a "7".

Figure 14-25. STANFINS non-integrated DSSN processing--
Accounting processing code (EA master file)
--Master 1--Continued

Description	Card column	Remarks
Allotment Serial	25-28	1. Allotment serial number. Enter the four-digit allotment serial number. If the allotment serial number is less than four digits, right justify and zero fill.
(Month of entitlement)	(25-26)	2. MPA (2010) data. The month of entitlement will be entered when military pay codes reported in positions 27-28. These positions will reflect the month of entitlement, i.e., "01" through "12" for January through December.
(Military pay collection identification or military pay--entitlement identification)	(27-28)	3. Military pay code. These positions will reflect the military pay codes set forth in AR 37-104-3 when the military pay appropriation (2010) is reported in positions 13-16 and when the FSN is "099999" in positions 35-40 and when budget program/project 1010, 1110, or 1310 is reflected in positions 29-32. Zero fill if these conditions are not satisfied.
Program/element	29-34	When reporting disbursements and Collections for Army open appropriations, this field will reflect the project account number. Positions 33-34 will be zero filled. When reporting open allotment disbursements and collections for departments 57 and 97, these positions will reflect the six-digit project account number.

Figure 14-25. STANFINS non-integrated DSSN processing--
Accounting processing code (EA master file)
--Master 1--Continued

Description	Card column	Remarks
Fiscal Station Number (FSN)	35-40	<p data-bbox="920 348 1430 499">When reporting disbursements and Collections for all other departments, these positions will be zero filled. (Ref AR 37-100 and DELMAR Collator File.)</p> <p data-bbox="920 535 1305 560">Enter the FSN as follows:</p> <p data-bbox="920 598 1406 842">1. Army. Position 35 will reflect a zero (0) since only five digits are required to identify these stations. When reporting disbursements against Army open allotments, these positions will reflect the nominal FSN 099999.</p> <p data-bbox="920 879 1446 1031">DO deposit funds. A zero (0) will be reflected in position 35 and the five-digit Army FSN of the reporting non-integrated finance office in positions 36-40.</p> <p data-bbox="920 1066 1419 1184">Transactions for Others (TFO). Zero fill position 35; cite the funded FSN for TFOs in positions 36-40.</p> <p data-bbox="920 1222 1433 1310">2. Air Force. All six positions will be listed when reporting Air Force FSN.</p> <p data-bbox="920 1348 1386 1436">Open allotments. These will reflect six-position Air Force FSN.</p> <p data-bbox="920 1474 1419 1562">Specific allotment for other Air Force FSNs. These will reflect six-position Air Force FSN.</p>

Figure 14-25. STANFINS non-integrated DSSN processing--
Accounting processing code (EA master file)
--Master 1--Continued

Description	Card column	Remarks
		3. All other departments. These will be identified with zeros in positions 35-40.
Blank	41-62	These columns will be left blank for non-integrated finance offices.
Ledger code	63-64	Enter ledger codes 06 through 10, 12, 13, 15, 16, or 21 only. (See fig 2-21.)
Reimbursement	65-67	When "099999" is reflected in positions 35-40 and a "7" is reflected in position 24 (refund/reimbursement designator), positions 65-67 will reflect the detail reimbursement source code for open allotments.
Blank	68-80	Blanks for non-integrated finance offices.

Figure 14-25. STANFINS non-integrated DSSN processing--
Accounting processing code (EA master file)
--Master 1--Continued

Description	Card column	Remarks
Type code	1	Constant "M"
Action code	2	Constant "3"
Fiscal year	3	Same as TA M2 card
Accounting processing code (APC)	4-7	Same as TA M2 card
Correction code	8	Constant "A"
Description	9-56	Any appropriate description may be entered.
Blank	57-80	These positions will be blank for APCs which are peculiar to non-integrated finance office input.

Note: TA M3 card will be prepared to accompany TA M2 cards which reflect an alpha "A" correction code (col 8).

Figure 14-25. STANFINS non-integrated DSSN processing--
Accounting processing code (EA master file)
--Master 2--Continued

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-----
Document Control Record (Block Ticket)      Date      Block Ticket No.
-----
                                         6275      201
-----

Originator                                     Suspense date
-----

To (Complete applicable blocks below in turn to indicate block disposition.)
-----
Office      Date received      Clerk      Date routed
-----
Keypunch
-----
Disbursing Div
-----
STANFINS Control
STANFINS
Data Processing
-----
STANFINS Control
-----

OTHER
-----

The following documents are forwarded for processing:
-----
TYPE (Check applicable) NO      TYPE (Check applicable) NO
-----
Regular military payrolls      Miscellaneous voucher
(1 to 99,999 series)      (650,001 to 699,999 series)
-----
Reserve Components payrolls
(100,001 to 119,999 series)      Collection vouchers
-----
TOY travel vouchers      Transactions for Others
-----
x (400,001 to 499,999 series)      (TFO)/Cross-disbursing
-----
Suspense and interim payments
(600,001 to 649,999 series)      Corrections
-----
Military Pay Army--PCS Travel
(800,001 to 849,999 series)
-----
Military Pay Army--PCS Travel
(850,001 to 899,999 series)      Other (Specify)
-----
Summary (Number)
-----
Documents 24      Cards 35
-----
Remarks: Type action 40 (Disbursements)      $1,333.85
-----
Type action 42 (Collections)      $639.49
-----
Type action 42 (Voucher deduction)      $-0-
-----

```

Figure 14-27. Sample format of Block Ticket

(SAMPLE)

Figure 14-28

Description	Card column	Remarks
Type code	1	Constant numeric "4"
Action code	2	Zero (0) = Disbursement, this station. 2 = Collection, this station. K = SF 1096 (Schedule of Voucher Deductions) Summary Control Card.
Correction code	3	Must be blank.
Block number	4-6	Block number, must not contain blanks.
B Blank	7-9	Must be blank.
F Fiscal year	10	The range of values to appear for fiscal year codes are as follows:

Description	Range of values
1. Annual and multiyear appropriations.	Second digit of fiscal year.
2. No year or revolving funds.	"X"
3. Merged appropriations	"M"
4. Receipt accounts	"R"
5. Deposit fund accounts	Last digit of fiscal year, "F" or "X", as applicable.
6. Transfer and trust appropriations	Last digit of fiscal year, or "x", as applicable.

Figure 14-29. STANFINS non-integrated DSSN processing--
Disbursement/collection format

Description	Card column	Remarks
Blank	11-30	Must be blank.
Element of Expense	31-34	Must be zero (0) filled.
Blank	35-40	Must be blank.
Accounting processing code/remitter code	41-44	Enter four-digit alpha/numeric installation unique APC. (See chap 2, sec 11, for construct ion.)
International Balance of Payments (IBP) code	45-48	Leave blank if not applicable; otherwise-- Enter two-digit alpha/numeric geopolitical (country)/ international organization code in cc 45-46, if applicable. (See AR 37-100-Basic, chap 2, sec III, for valid codes.) Enter one-digit numeric IBP supplemental memorandum data code in cc 47. (See AR 37-109, paras 3-4.) Use numeric code 1, 2, 3, 4, or 5. Enter one-digit alpha IBP Special data code in cc 48. (See AR 37-109, paras 3-5.) Use alpha code A, B, F, H, or M.
Non-integrated office designator	49	Enter a constant "A" to designate non-integrated finance office input data.
Blank	50-55	Must be blank. Enter the work "Reject" for rejected TFOs; otherwise, leave blank.

Figure 14-29. STANFINS non-integrated DSSN processing--
Disbursement/collection format--Continued

Description	Card column	Remarks
Non-integrated office disbursing station symbol number (DSSN)	56-59	Enter the four-digit numeric DSSN for the non-integrated finance office.
Blank	60-61	
Blank	62-63	Must be blank. Enter original transmittal number when processing a rejected TFO; otherwise, leave blank.
Voucher number	64-69	Disbursements/refunds. Use the disbursing office voucher number. Collections/reimbursements. Use the collection voucher (CV) number. If CV number is less than six digits, prefix with zeros.
Blank	70	Must be blank.
Amount	71-80	Enter the amount being reported. The amount will be right Justified and zero filled. When reporting a value, the credit "X" (11 zone punch) will also be reflected in position 80.

Figure 14-29. STANFINS non-integrated DSSN processing--
Disbursement/collection format--Continued

Description	Card column	Remarks
Type code	1	Constant "4".
Action code	2	Zero (0) = Disbursement, this station. 2 = Collection, this station and Schedule of Voucher Deductions.
Blank	3	Blank
Block number	4-6	Enter block number.
Total card identification	7	Constant "T".
Julian date	8-11	Enter Julian date.
Amount	12-22	Credit "X" (when required) in cc 22. Right justify, zero fill.
TBO blocks	23-26	TBO transmittal number when TA code 41 is used; otherwise, leave blank.
Blank	27-80	Blank

Note: One Block Total Card must be prepared for each TA code in a single Block Ticket.

Figure 14-30. STANFINS non-integrated DSSN processing--
Type Action Block Total Card

DSSN

Daily Block Ticket Recap of Disbursements/Collections
for
(date)

Transaction code

Block Number	TA 40 Disbursements	TA 42 Collections	TA 42 Voucher Deductions
201	\$1,333.85	\$639.49	
Total	\$1,333.89	\$639.49	- 0 -

Figure 14-31. Sample format for Daily Block Ticket Recap of Disbursements/Collection

Statement of Transactions, DSSN--Reconciliation Worksheet

Part A--Cash Blotter (Cash Branch, Disbursing Division)

	This date	For the month
	-----	-----
1. Beginning balance	\$ -----	\$ -----
2. Increases:		
a. Collections		
(Trfrs in \$ ----- 2. Other \$ -----)		
b. Checks for cash		
c. Other		
d. Total increases	\$ -----	\$ -----
3. Decreases:		
a. Cash disbursements,		
(Trfrs out \$ ----- 2. Other \$ -----)		
b. Confirmed deposits		
c. Other		
d. Total decreases	\$ -----	\$ -----
4. Ending balance (Line 1 plus 2d minus 3d)	\$ -----	\$ -----
6. Net change in accountability	\$ -----	\$ -----
(Line 1 minus line 4)		
6. Checks issued per check register from check	XXXX	XXXX
number ____ to ____ voided checks (specify) : -----		

This worksheet will be prepared by non-integrated disbursing offices subsequent to each workday and submitted to the disbursing officer for approval/signature.

~~The worksheet prepared for the final day of the month which is in effect a summarization of the Cash book and check register, will be the basis for preparation of SF 1219, part A, section I, and the controls for the AUTODIN transmission of the Statement of Accountability.~~

Figure 14-32. Sample format for Statement of Transactions,
DSSN Reconciliation Worksheet

Statement of Transactions, DSSN--Reconciliation Worksheet

7. Voucher numbers from to
voided (Identify by number):

a. Disbursements

b. Collections

Part B--Cash Book (Accounts Branch, Disbursing Division)

	This date	For the month
1. Beginning balance	\$	\$
2. Increases:		
a. Total checks issued (Line 2.1 SF 1219)		
b. Col (Line 2.2 SF 1219)	\$639.49	
c. Other transactions (Line 2.3 SF 1219)		
d. Total increases	\$	\$
3. Decreases:	\$1,333.85	
a. Gross disbursements (Line 4.1 SF 1219)		
b. Confirmed deposits (Line 4.2 SF 1219)		
c. Other transactions (Line 4.3 SF 1219)	\$	\$
d. Total decreases	\$	\$
4. Ending balance (line 1 plus 2d-3d)	\$	\$

Only values entering Worksheet C reconciliation are reflected in this exhibit.

Figure 14-32. Sample format for Statement of Transactions,
DSSN Reconciliation Worksheet

Statement of Transactions, DSSN--Reconciliation Worksheet

5. Net change in accountability	\$	\$
(Line 1 minus line 4)	-----	-----

Part C--Reconciliation

1. Net expenditures (Disb less reimb and receipts) per Worksheet C.	\$694.36	\$XXX
2. Net expenditures--Sum of lines 2b, 3a (Less transfers out) and 6 minus line a (less transfers in) (part A).	\$694.36	\$XXX
3. Net expenditures--Line 3a less line 2b (part B).	\$694.36	\$XXX

Remarks:	Prepared by:	Date:
.....	Audited by:	Date:
-----	Approved:	
	Date:	Disbursing officer:

Figure 14-32. Sample format for Statement of Transactions, DSSN Reconciliation Worksheet

Block Ticket Control Log								
Blk no.	Type doc	#	Cards	TO-KP	TRN-KP	Verified	Cards Transmitted	Remarks
201	Tvl Vou	35	6275	6276	6276	6276		

14-63

DISPOSITION FORM <small>For use of this form, see AR 340-15, the proponent agency is TAGCEN.</small>																	
REFERENCE OR OFFICE SYMBOL (File Symbol)	SUBJECT Expenditure Data Transmittal for DSSN - (Number) for (Julian Date)																
<p>TO Finance and Accounting Ofcr FROM Finance Ofcr DATE CMT 1 ATTN: Control Section (Non-integrated Activity) (STANFINS Installation)</p> <p>The following expenditure data block tickets, block total cards and detail cards are forwarded for processing:</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center; width: 15%;">Block Number</th> <th style="text-align: center; width: 15%;">Julian Date</th> <th style="text-align: center; width: 15%;">Total Cards</th> <th style="text-align: center; width: 15%;">T/A 40 Amount</th> <th style="text-align: center; width: 15%;">T/A 42 Amount</th> <th style="text-align: center; width: 15%;">T/A 4K Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">210</td> <td style="text-align: center;">6275</td> <td style="text-align: center;">35</td> <td style="text-align: right;">\$1,333.85</td> <td style="text-align: right;">\$639.49</td> <td style="text-align: center;">- 0 -</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 20px;">(STANFINS TRANSMITTAL LETTER)</p> <div style="text-align: right; margin-top: 20px;"> (Signed) Finance Officer (Non-integrated Activity) </div> <p style="margin-top: 20px;">TO Finance Officer FROM Finance and Acctg Ofcr DATE CMT 2 (Non-integrated Activity) (STANFINS Installation)</p> <p>Receipt of the above documents is acknowledged.</p> <div style="text-align: right; margin-top: 20px;"> (Signed) Finance Officer (STANFINS Installation) </div> <p style="text-align: center; margin-top: 20px;">Figure 14-34</p>						Block Number	Julian Date	Total Cards	T/A 40 Amount	T/A 42 Amount	T/A 4K Amount	210	6275	35	\$1,333.85	\$639.49	- 0 -
Block Number	Julian Date	Total Cards	T/A 40 Amount	T/A 42 Amount	T/A 4K Amount												
210	6275	35	\$1,333.85	\$639.49	- 0 -												

DA FORM 2496

REPLACES DD FORM 96, WHICH IS OBSOLETE.

Figure 14-34. Sample of STANFINS transmittal letter

Description	Card column	Remarks
Type code	1	Constant "4"
Action code	2	Constant "2"
Julian date	3-6	Enter Julian date for applicable day's business.
Collection voucher (CV) number	7-12	Enter CV number applicable to day's business. If number is less than six positions, prefix with zeros.
Disbursing symbol number	13-16	Non-integrated office DSSN.
Blank	17-80	Must be blank.

Note: Each DSSN must prepare a summary collection voucher card for each daily cycle which had 42 Type Action codes for input into the monthly cycle.

Figure 14-35. STANFINS non-integrated DSSN processing format collection voucher card (monthly cycle)

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Ledger codes	Description

06	Transactions for Others (TFO), Army
07	Transactions for Others (TFO), Air Force, Specific Allotment
08	Transactions for Others (TFO), Navy, Marine Corps, and Coast\Guard
09	Transactions for Others (TFO), Air Force, Open
10	Transactions for Others (TFO), Other DOD
12	Army Open Allotment
13	Army Military Pay Code
15	Appropriation Revenue, General
16	Miscellaneous Receipts
21	Unapplied Disbursing Officer (DO) Deposits

Figure 14-37. STANFINS non-integrated DSSN processing procedures subsidiary ledger codes

Change 41, 1 October 1987

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